MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

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RFP–RFP–RFP–REQUEST FOR PROPOSAL–RFP–RFP–RFP

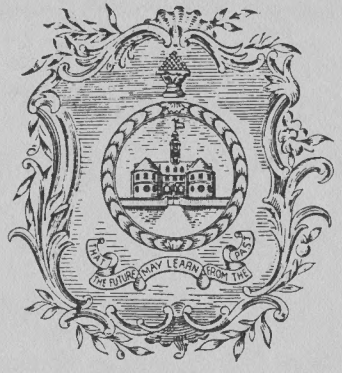
At its August 19th meeting, the MARAC Steering Committee voted unanimously to post a "request for proposals" in the next newsletter. This RFP seeks to identify individuals or institutions in the MARAC region willing to enter into a two-year agreement to provide MARAC with administrative assistance. The nature of this assistance would be defined precisely in the agreement, but for the most part would consist of providing support in the publications area and assisting with the study and implementation of a membership data base.

Publications support would include publicity, distribution, and warehousing. MARAC currently has several linear feet of stock publications, and is anticipating producing new occasional publications at the rate of one title per year. Usually about 1000 copies of a new publication are printed, and the majority of these would be marketed and distributed within a relatively short time.

The Data Base Task Force has identified categories of data elements for expansion of MARAC's current mailing list data base. Using the report as a guideline, the administrative assistant would be requested to develop a MARAC membership data base and maintain it. Part of the job would entail ascertaining where the data base should reside, either on MARAC software and storage or at the mailing service. Maintenance of the current mailing list requires approximately 70 hours per year.

These two functional areas require immediate attention and are the basis for this request. Additional areas may be identified during the two year period and would be considered as they arise. The individual or institution agreeing to provide such support would be expected to participate in an evaluation of the initial two-year pilot arrangement and make recommendations concerning the continuance and/or development of this position along the lines of an executive/administrative secretary. Ex-officio membership on the Steering and Publications Committees will be accorded the individual performing the duties of this position.

Those interested in discussing the RFP are urged to contact Karen D. Paul (202) 224-3351 concerning specifics. We hope to hear from any and all parties who think they might be interested in entering into a two-year agreement for the above-described purposes. If you are interested, do not hesitate to call immediately. This is a once-in-a-MARAC lifetime opportunity to make a substantial and vital contribution to the organization.



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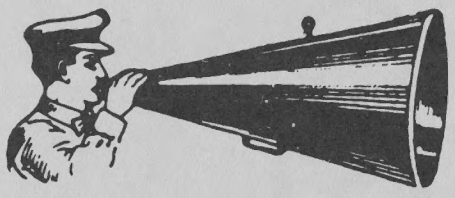
NEWS NOTES



ICA Symposium on Current Records

The National Archives of Canada is hosting an International Council on Archives (ICA) Symposium on Current Records in Ottawa on May 15-17, 1989. The topic of this symposium will be "Converging Disciplines in the Management of Current Records".

The Symposium will afford the opportunity for discussion of new developments in the management of information and information technology, which together are causing the convergence of hitherto separate information disciplines. Discussion will focus on the reasons for this convergence and the policy and management challenges this changing environment presents to information professionals in general, and archives in particular.

For further information, please contact:

Winston A. Gomes,
Symposium Coordinator,
Government Records Branch,
National Archives of Canada,
OTTAWA, Ontario. K1A ON3
Tel.: (819) 953-5711

★★★★

The Albany, NY chapter of the Association of Records Managers and Administrators will present a seminar on "Office Automation: A Technology Update for Information and Records Managers" on December 8 at the Albany Marriott. Dr. William Saffady will conduct the seminar. For further information contact Marcus Salm at (518) 474-2381 or Carol Gallacchi at (518) 456-5371.

Congress Turns Critical Eye on FBI Library Program

Congress has recently begun to take a critical look at the FBI's Library Awareness Program. In testimony before a Senate Judiciary subcommittee on May 17, the FBI introduced a report, "The KGB and the Library Target, 1962-Present," which attempted to justify the program, claiming that Soviet intelligence services collected scientific and technical documents in research libraries in order to identify U.S. emerging technology "before its components become classified or restricted." According to FBI Director William Sessions, the FBI in New York City "began contacting specialized scientific and technical libraries when it became apparent that officers of the Soviet intelligence services (SIS) were using selected libraries to complement various facets of the SIS intelligence collection effort."

In prepared testimony, the FBI has said that library employees as well as students and professors have been potential targets of Soviet recruitment efforts. It claims that its Library Awareness Program was designed to investigate library use by persons from certain foreign countries in order to learn what materials these persons have borrowed and what computer reference researches they have conducted. Library staff have been asked to report any "suspicious" activity to the FBI.

At a hearing on June 20 before the House Judiciary Subcommittee on Civil and Constitutional Rights, representatives from several librarian groups asked Congress to stop the FBI's Library Awareness Program. They noted the program's "chilling effect" on the way people use libraries to obtain information, and pointed out the conflict between the FBI's request and state law and individual library policies that protect the privacy of library users. They also questioned the FBI's claim that foreign access to unclassified U.S. information is damaging to American security. Subcommittee Chair Don Edwards (D-California) echoed the libraries' concern and charged that the FBI has inadequately justified the rationale behind its program.

The FBI has contended that its program is limited to the New York City metropolitan area, although librarians have testified that FBI visits were made to university and public libraries throughout the country.

Academe, July/August 1988

NHPRC Grants to Institutions in MARAC Region

Buffalo Society of Natural Sciences, Buffalo, New York: To establish an archives and records program for the society, the Buffalo Museum of Science, and the Tifft Farm Nature Preserve.

Museum of Modern Art, New York: To appraise, arrange, describe, and preserve the museum's historical records, and to make those records accessible to the public.

Carmelite Sisters of Baltimore, Towson, Maryland: To preserve, arrange, describe and make accessible the historical records (1642 to date) of the oldest community of religious women in the thirteen colonies.

Chester County Historical Society, West Chester, Pennsylvania: To arrange and describe the administrative and fiscal records of Chester County, 1699-1945. These and other records form perhaps the most comprehensive documentation of any county government in the nation during the colonial period.

The Johns Hopkins University School of Medicine, Baltimore, Maryland: To support the production of a guide to the management of medical records.

COLONIAL DAMES SCHOLARSHIP AVAILABLE

A Scholarship to the National Archives' Modern Archives Institute, to be held January 30 - February 10, 1989, is available from SAA. The award is funded by the Colonial Dames of America, Chapter III. To be eligible, an applicant must be an employee of an archival institution or agency with a fair percentage of its holdings in a period predating 1825; have been employed less than two years as an archivist or archives trainee; and actually be working with archives or manuscripts regardless of title.

Resumes accompanied by two letters of recommendation from persons who have a definite knowledge of the applicant's qualifications should be submitted to Ronald L. Becker, Special Collections and Archives, Rutgers University Libraries, New Brunswick, NJ 08903 (201) 932-7006 by November 11, 1988.

PEOPLE

Allison Marie Koste, daughter of Jodi and Pete and sister of Andrea, was born April 5, 1988 and spent a considerable amount of time during her early weeks in the "archivist's cradle." **Frank Burke** has accepted a tenured professorship in the College of Library and Information Services at the University of Maryland. Burke has served as executive director of the NHPRC and as Acting Archivist of the United States. **Robert Corey** has been named chief of the Legislative Reference Branch of the National Archives. **Sharon Thibodeau** has been selected to head the Archival Publications program at the National Archives. **Virginia Purdy**, former head of the Archival Publications Program at NARA, will work full time on editing several guides. **Linda Ebben** is serving as review officer in the Freedom of Information Office of the National Security Council through June 1989. She can be reached at (202) 395-5756 **Larry J. Hackman**, Director of the New York State Archives and Records Administration has received the Distinguished Public Service Award for Outstanding Contribution to New York State Public Service from the Nelson A. Rockefeller College of Public Affairs and Policy. The New Jersey Historical Society has appointed **Wilson E. O'Donnell** to the post of Acting Director. New York State Archives and Records Administration has announced the following additions to its staff: **J. Regis Thompson** is Associate Public Records Analyst with responsibility for the development of records management education and training programs for State agency personnel; **Robert W. McDonnell** is Associate Archivist for Legislative Records. He is responsible for planning and developing a program to ensure the identification and preservation of archival records of the State Legislature; **Susan Goodman** and **Edward Ford** are Senior Public Records Analysts. They work in the Bureau of Records Analysis and Disposition, which is responsible for reviewing State agency records disposition requests, appraising records for potential archival value, and advising agencies on records management practices; **Samuel C. Bogen** is Assistant Bureau Chief, Administration. He provides administrative analysis and coordination for the State Archives and Records Administration and works on special assignments.

MARAC AT ALBANY FOR SPRING 1989 MEETING

The Spring meeting of the Mid-Atlantic Regional Archives Conference will be in Albany, New York on May 4-6, 1989. The theme of the conference is **The Future of Archives**. Several sessions and workshops will deal with aspects of the present condition of archives and planning for its future growth in a rapidly changing information environment. In addition, some sessions will be offered in basic archival theory and methodology.

Sessions will be held at the Albany Hilton in downtown Albany, although attendees will have an opportunity to visit archives and libraries nearby including the New York State Archives, New York State Library and Albany City and County Archives/Records Center. Participation by the Lake Ontario Archives Conference will give attendees a chance to strike up new acquaintances or renew old friendships with Upstate New York colleagues.

It's quite a while yet, but plan on attending this meeting. MARAC rarely gets this far north and Albanians promise that all the snow will be gone and the tulips in bloom by May!

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SUPERVISORY ARCHIVIST
GM–1420–13

The Smithsonian Institution's National Air and Space Museum is currently recruiting for a Supervisory Archivist, salary range $39,501 to $51,354.

Applicants should have knowledge, experience and expertise in archival theory and practice, and aviation/aerospace history. Incumbent should possess a general knowledge of Automated Information Systems. The incumbent requires thorough knowledge of/and experience in the supervision, training and management of archivists, technicians, and clerical staff as well as experience with budget formulation and management staffing projections.

As Chief of the NASM archives, the incumbent will supervise approximately 8 staff members, and be responsible for the administration of the national clearinghouse program for the disposition of archival materials relating to the history of aviation and space exploration. The incumbent is expected to exercise independent judgment in the performance of specialized tasks, to revise procedures related to archival management and to implement new technology as appropriate. The incumbent serves under the direct supervision of the Assistant Director for Collections Management.

Interested applicants should forward a completed SF 171 (Application for Federal Employment), a full curriculum vitae, 3 letters of outside reference and a full set of reprints of publications to:

Smithsonian Institution Employment Office
Washington, DC 20560
Attn: 88-522-F

Applications must arrive at the above address no later than October 31, 1988.

The Smithsonian Institution is an equal opportunity employer. Applications from female and minority candidates are actively solicited.

EMPLOYMENT OPPORTUNITIES

RECORDS ANALYSTS

The New York City Department of Transportation is creating a new program based on Records Management and Litigation Support. A team of Records Analysts and File Personnel will concentrate on developing and improving records systems in key litigation support areas. An important ingredient is the employment of two Records Analyst supervisors:

Public Records Officer - to direct Records Management operations of a borough office ($24,084 - 30,091).
Requirements: B.A. in Records Management, Archives, Library Science or a related information field; at least one year of experience in a similar position.

Associate Public Records Officer I - to supervise activities of a city-wide special projects team ($29,799 - 39,494).
Requirements: M.A. in Records Management, Archives, Library Science or a related information field; at least five years of progressively responsible experience in a similar position.

Send Resume to:
Tyrone G. Butler, CRM
Deputy Director
Municipal Records Ctr., Room 105
Dept. of Records &
Information Services
31 Chambers Street
New York, New York 10007

MANUSCRIPTS PROCESSOR

Department of Archives and Manuscripts, The Catholic University of America.

Responsibilities: To process large and complex collection of organizational records.

Qualifications: Graduate level education, experience in processing manuscripts.

Salary: $20,000.
Send resume to: Edward Belanger, 308 Mullen Library, The Catholic University of America, Washington, DC 20064

MANUSCRIPTS CURATOR

Special Collections,
The Milbank Memorial Library
Teachers College,
Columbia University

The Manuscripts Curator carries major responsibility for processing, describing and providing reference service for the archival and manuscript holdings of the Special Collections Department. The work will include:

1. accessioning, arranging and describing archival and manuscript collections;
2. recording holdings in manual and online cataloging systems;
3. contributing to preparation of a guide to the library's archival and manuscript holdings;
4. providing reference service to users of the archival, manuscript, and rare book holdings of Special Collections;
5. assisting the Head of Special Collections in planning and carrying our acquisitions, management, and development programs.

Qualifications:
1. Masters degree in history, library science or education
2. Formal archival training either as part of a degree program or in addition to it, and practical archives experience
3. Ability to work effectively with researchers, library and college staff, and prospective donors

Salary: $22,500
Liberal fringe benefits including BC/BS, Major Medical, dental, vision and flexible spending plans, tuition exemptions, 24 vacation days, 13 paid holidays

Please send your resume and the names and addresses of three references to:

Dr. David M. Ment, Head,
Special Collections
The Milbank Memorial Library,
Box 307
525 West 120th Street
New York, New York 10027

Teachers College is an equal opportunity/affirmative action employer

MANUSCRIPT SPECIALIST, WESTERN HISTORICAL MANUSCRIPT COLLECTION, UNIVERSITY OF MISSOURI-COLUMBIA

Entry level position available 15 November 1988. Primary duty is arrangement and description of collections. May assist with reference service. May assist with microfilm program.

Qualifications: MA in history or another social science. Preference may be given to candidate with archival training and/or experience. Preference may be given to candidate with experience in processing large collections of organizational records. Excellent oral and written communications skills necessary.

Salary: $15,000 plus University of Missouri benefits. Position carries University of Missouri academic (non-regular) status. Annual leave, 26 days; sick leave, 24 days per year.

Send letter of application, resume, and names, addresses, and telephone numbers of three references to Nancy Lankford, Western Historical Manuscript Collection-Columbia, 23 Ellis Library, University of Missouri-Columbia, Columbia, MO 65201.

Application deadline: 15 October 1988.

The University of Missouri is an equal employment opportunity/affirmative action employer.

STATE AND LOCAL NEWS

VIRGINIA

The University of Virginia Libraries, in conjunction with the celebration of the fiftieth anniversary of Alderman Library's opening, have added their three millionth book, Diderot's *Encyclopedie.*

The University's book collections, which began in 1824 with 8000 volumes selected chiefly by Thomas Jefferson, were housed in the University's Rotunda until 1938. Edgar Allen Poe was among the first students to use the Rotunda Library, and he dutifully paid a 58 cent fine for overdue books.

The University Libraries are currently ranked 25th in size among American and Canadian libraries in the annual Association of Research Libraries statistics.

NEW YORK

ARCHIVES MAKES NINE RESEARCH AWARDS

The State Archives and Records Administration has granted nine Research Awards for Fiscal Year 1988-1989 for advanced research utilizing its holdings. The Research Residencies program initiated in April 1987, is intended to support research about New York State history and public policy.

For more information about the Research Residencies Awards Program, contact Ms. Terri Sewell, Education Program Aide, New York State Archives and Records Administration, 10A63 Cultural Education Center, Albany, New York 12230 or phone (518) 474-6926.

D.C.

ARCHIVES OF AMERICAN ART RELEASES NEW VIDEO

The Archives of American Art, a part of the Smithsonian Institution in Washington, DC, and the major center for original source materials on the lives of American artists and craftsmen, has just released its award-winning video, *From Reliable Sources.* The twenty-five minute video takes a behind-the-scenes look at the Archives and goes beyond its priceless collection of documents to reveal a fascinating world of collectors, dealers and artists not otherwise seen in a visit to the Archives.

The video is available on ½" videocassette, VHS or Beta, for $39.95 from the Smithsonian Institution's Office of Telecommunications. To order the video, write to the Office of Telecommunications, Smithsonian Institution, American History Building, Room BB40, Washington, DC, 20560.

EDUCATION/OUTREACH

NY PUBLIC LIBRARY INTERNSHIP EVALUATION

My recent experience as an intern in New York Public Library's Archives led me to examine the mutually beneficial roles of intern and institution which may be useful for those interested in this arrangement. While the institution often works with interns in order to contribute to the profession and to get work for "free", I would like to suggest another benefit from my perspective as an intern. By teaching, the host also gets a chance to evaluate the organization's efficacy, clarity, and consistency in its policies and procedures.

Some interns are trained through ad hoc instruction which tends to be inconsistent, incomplete, and hard to remember from the intern's viewpoint. From the host's viewpoint it means continual interruptions and having to rethink fundamental explanations. If there is a training plan (e.g. Orientation checklist, instruction sheets) for procedures, then the intern will be able to produce better work as well as more work per instruction hour from the host. Results will therefore be more economically sound and the self evaluation benefits for the institution will have greater continuity and specificity. These advantages could also help with introducing archival functions to other constituencies such as new staff, docents, and donors.

Basic training components are (1) information, (2) examples of how and when to use the information, and (3) supervisory guidance and reinforcement. A very small, easy project should proceed more challenging work.

To choose specific projects for an intern, a matrix concept might be useful. At the top, put the intern's skills, interest, objectives, available time, etc. At the side, put the host's needs such as processing priorities, work flow patterns, and time available for supervision. See where potential channels for successful projects lie and then put your intern to work!

Bonnie Curtin
Columbia University

STATE AND LOCAL NEWS

New York

HISTORICAL SOCIETY DIRECTOR QUITS

James B. Bell, the director of the New York Historical Society, resigned July 27, 1988 saying in a letter to the society's trustees that turmoil at the institution had led him to leave the post, which he has held since 1982.

The society's trustees also confirmed that they dismissed the society's associate director and chief financial officer, Joe D. Sollender, who had held his post since 1986.

The resignation of Mr. Bell and the dismissal of Mr. Sollender comes at a time of crisis for the historical society. In Mr. Bell's six years as director, the society's endowment has shrunk rapidly while operating expenses have soared. Nearly a quarter of the full time staff was dismissed last month, with warnings of further severe cuts and layoffs if some $20 million is not quickly raised.

The 184-year-old society, which operates the state's oldest museum, has also curtailed exhibition space and visiting hours. The deterioration of hundreds of paintings and artifacts in storage has come to light, and the society's plan to regain its financial footing by auctioning portions of its collections has been criticized by many museum professionals.

A critical point was reached last February when the trustees determined that if the institution continued on its course, it had only 18 months of operation left before bankruptcy.

PA

RAILROAD BUFF ALERT

The State Archives is continuing the processing of the approximately 3,600 cubic feet of Pennsylvania Railroad records deposited into the Archives; another 4,400 cubic feet has been divided among nine other cooperating institutions. Two NEH funded archivists have been arranging and describing the records since February 1988, and the series descriptions are being entered into the RLIN (Research Libraries Information Network) data base. The Division of Archives and Manuscripts is now in the process of trying to raise $10,000 in matching funds. Contributions are tax deductible and may be sent to:

"PRR Project-Friends of the PHMC"
Pennsylvania Historical and Museum Commission
Division of Archives and Manuscripts
Box 1026
Harrisburg, PA 17108-1026

PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION AWARDS LOCAL HISTORY GRANTS

The Pennsylvania Historical and Museum Commission approved the recommendations of its outside review panel and awarded a total of $17,000 in archives and records management grants to six county governments under its Local History Grants Program. The panel funded projects in Berks, Indiana, Washington, Westmoreland and York Counties which involve the processing and flat-filing of records dating back to the eighteenth century, including probate records, naturalization papers, continuance papers and road cases. It also awarded funds to Chester County to prepare a computerized finding aid for its poorhouse admissions books.

SECURITY AND PRESERVATION MEASURES

As part of a security initiative to save some of the Commonwealth's oldest and most fragile records from damage or loss, the Pennsylvania State Archives microfilmed and retired from active service forty manuscript collections and eight series of public records. A state-of-the-art closed circuit security camera/video recording system was installed in the reading room of the Archives as well.

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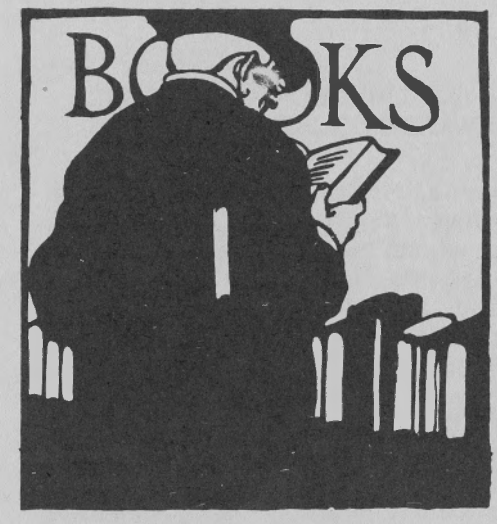

REFERENCE SHELF

Gerhard L. Weinberg's "The End of Ranke's History?" in *Syracuse Scholar*, v.9 no.1 (1988) p.51-60, is a provocative article on the survival of records and access to them which are threatened in this century by the nature of modern records and by government policy. Available from Syracuse University, 220 Sims 3, Syracuse, NY 13244-5610

★★★★

STATE AND LOCAL NEWS

PENNSYLVANIA REGRANT PROJECTS

Pierce Junior College (Philadelphia), Marywood College (Scranton), and the University of Scranton have reported progress in their NHPRC/PHMC College and University Regrant projects. Pierce Junior College now has physically established a college archives while Marywood College and the University of Scranton have undertaken a joint inventory project to locate and describe records relating to their institutional histories. The Marywood/Scranton project is under the direction of Sister Mary Roche and John F. Bluth, respectively.

SENATE COMMITTEE RECORDS GUIDE PUBLISHED

The Senate Historical Office has published *Records Management Handbook for United States Senate Committees.* This volume brings together, for the first time, guidelines and recommendations for the retention and disposition of the Senate's permanent historical records. The records include materials documenting floor proceedings, Senate administration, and most importantly, records of Senate committees. The *Handbook* deals exclusively with the management of committee records, which since the mid-1970's, have proliferated at a steady, sometimes awesome rate.

Publication of the *Handbook* represents another milestone in the Senate's efforts to ensure the preservation of and access to its research materials. Committee records are rich sources for documenting the Senate's role in formulating legislation, performing oversight, scrutinizing nominations and treaties, and conducting investigations.

In 1977, the National Study Commission on Records and Documents of Federal Officials urged the Senate and House or Representatives to establish access procedures and institute a records management program for the permanently valuable records of each body.

In 1980, the Senate adopted Senate Resolution 474 (96th Congress) establishing and clarifying procedures for access to non-current records at the National Archives. A *Records Management Handbook for United States Senators and Their Repositories* was published in 1985, setting guidelines for the retention of Members' personal papers. The *Handbook* for committees serves as a companion to the 1985 publication, and thus fulfills a major objective of improving records management and retention throughout the Senate.

Copies are available from the Senate Historical Office, United States Senate, Washington, DC 20510

MEDICAL THESES FROM THE ALBANY MEDICAL CENTER, 1839-1891

UMI (University Microfilms International) has been selected to market and distribute the *Inaugural Theses From The Archives Of The Albany Medical Center.* This collection contains 1,944 medical theses written between 1839 and 1891 as a final requirement for a medical degree from Albany Medical College. For further information, please contact Kathie Januszka at UMI, 300 N. Zeeb Road, Ann Arbor, MI 48106 or phone (313) 761-4700.

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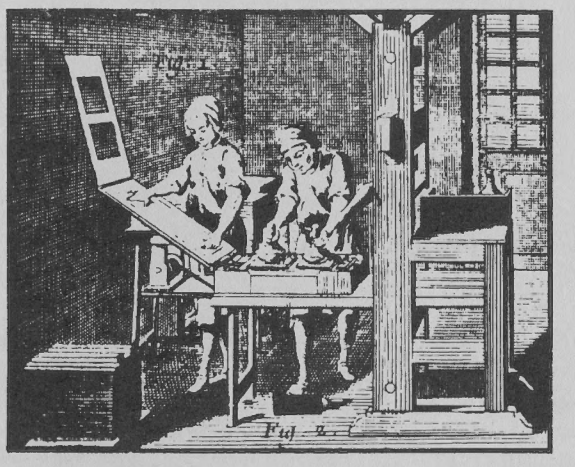


PRESERVATION NEWS

The Northeast Document Conservation Center has a new telephone number: 508-470-1010. Its location remains the same: Abbot Hall, 24 School Street, Andover, MA 01810.

****

The national office of the American Institute for Conservation (AIC) has moved to 1400 16th Street, N.W., Suite 340, Washington, D.C. 20036; telephone 202-232-6636.

CURRENT READING

Fox, Lisa L. *A Core Collection Preservation.* Chicago: ALA/RTSD, 1988. 15p. (ISBN 0-8389-7224-1; $5 from RTSD Publications, 50 East Huron Street, Chicago, IL 60611.)

An annotated bibliography of books, reports and articles.

American Library Association. *Preserving the Word: the Library Association Conference Proceedings, Harrogate, 1986.* London: 1987. 147p. (ISBN 0-85365-847-1; $27 from the American Library Association)

Papers covering programs in place and efforts that are needed to assure the preservation of library materials. Alan G. Howell provides an excellent bibliographic overview of what a conservator believes should be read on conservation and preservation in "paper Conservation: new Directions," 63–69.

McAusland, Jane. *Guide to Conservation Mounting and Framing of Works of Art on Paper.* London: Sothebys, 1986. 6p.

An excellent pamphlet on conservation framing prepared for Sothebys by the Institute for Paper Conservation.

McCleary, John M. *Vacuum Freeze-Drying, a Method Used to Salvage Water-Damaged Archival and Library Materials: a RAMP Study with Guidelines.* Paris: Unesco, 1987. 75p. (PGI-87/WS/7) ED287-509.

Summarizes the data on freeze-drying and discusses the two methods in current use. Procedures and methods for the salvage of water-damaged materials are outlined. Bibliography.

Montori, Carla J. & Longstreth, Karl E. "The Preservation of Library Materials, 1987: A Review of the Literature," *Library Resources & Technical Services*, 32:3 (July 1988), 235–247.

A summary of the year's trends in preservation with an annotated bibliography, arranged by topic.

Rhodes, Barbara J., comp. *Hell & Highwater: A Disaster Information Sourcebook.* New York: METRO, 57 Willoughby Street, Brooklyn, NY 11201.

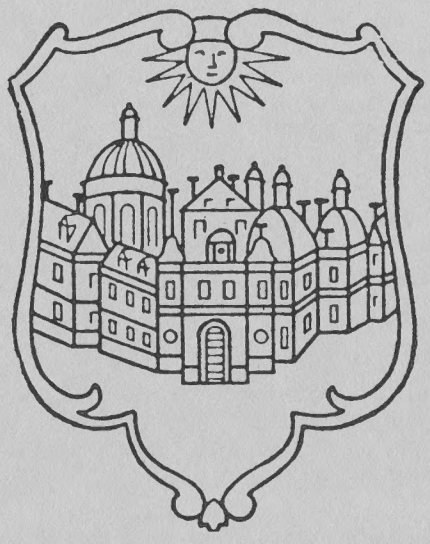
Compiled for a series of workshops on disaster planning and coping sponsored by METRO for its members, this sourcebook is not limited to the New York Metropolitan area. The text, by preservation specialists, provides basic information for the preparation of a disaster plan.

Sith, Merrilyn A., ed. *Preservation of Library Materials.* Munich, New York: K.G. Saur, 1987. 2 vols. IFLA Publications, 40/41. (ISBN 3-598-21770-6; $70).

The proceedings of the Conference of National Librarians held in Vienna, April 1986. A number of national efforts were described and technical information was shared. Of particular interest to archivists are the excellent papers by Thomas A. Parker, "Integrated Pest Management for Libraries," and Timothy Padfield, "Climate Control in Libraries and Archives," v. 2, 103–138.

Stolow, Nathan. *Conservation and Exhibitions: Packing, Transport, Storage and Environmental Conditions.* London: Butterworths, 1987. 266p. Butterworths Series in Conservation and Museology.

A practical and detailed manual that covers all aspects of the exhibition of materials. There is considerable information about the control of the environment when materials are in transit and on view. The book also includes standards and guidelines for exhibition, and has extensive notes. The book is highly recommended for institutions involved in exhibition or lending for exhibition.



CURRENT READING (continued)

Swartzburg, Susan G., comp. *Preservation Education Directory*, 5th ed., Chicago: RTSD/ALA, 1988. 30 p. (ISBN 0-8389-7225-X; $5 from RTSD Publications, 50 East Huron St., Chicago, IL 60611.

A listing of programs and courses on the preservation of library and archival materials offered at accredited American library schools. Sources for further training are listed.

Upham, Lois N., ed. *Newspapers in the Library: New Approaches to Management and Reference Work*. New York: Haworth Press, 1988, 167p. (*The Serials Librarian*, 14, 1988, suppl. 4)

A collection of papers on the management of newspaper collections, with discussion on their care, handling and preservation, and on the U.S. Newspaper project.

Wurzberger, Marilyn. "Current Security Practices in College and University Special Collections," *Rare Book & Manuscript Librarianship*, 3:1 (Spring 1988), 43–57.

The results of a survey sent to 121 academic libraries in January 1987. While it indicated that security measures could be improved, the incidence of theft was low.

Susan G. Swartzburg

A
DICTIONARY
OF
THE ENGLISH LANGUAGE

A

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EMPLOYMENT OPPORTUNITY

Applications are invited for the fourth year of the United States Capitol Historical Society Fellowship designed to support research and publication on the history of the art and architecture of the United States Capitol and related buildings. Graduate students and scholars may apply for periods of one month to one full year for a stipend of $1,500 per month. Applications must be received by February 15, 1989. For further information contact Dr. Barbara Wolanin, Curator, Architect of the Capitol, Washington, DC 20515. (202) 225-2700.

This Just In . . .

PEOPLE

The Presbyterian Historical Association in Philadelphia has acquired three new staff members. **Glenn Colliver** has been appointed Assistant Archivist. He previously served as archivist for the Episcopal Diocese of Pennsylvania. **Susan W. Miller** has been appointed Processing Archivist. Her previous position was assistant archivist for the Salvation Army. **Ann Swift** has been named Records Manager. Her office will be located at the new headquarters of the Presbyterian Church (USA) in Louisville, KY. She previously worked as records manager for Blue Cross/Blue Shield of Kentucky.

CERTIFICATION UPDATE

The Society of American Archivists has issued a question/answer document on its plans and developments for the certification of archivists. SAA plans to distribute forms for certification by petition at its 1988 annual meeting and to conduct the first examinations in 1989. The question/answer document is available from SAA, 600 S. Federal, Suite 504, Chicago, IL 60605 or phone (312) 922-0140.

REFERENCE SHELF

An *Index to Personal Names in the National Union Catalog of Manuscript Collections* has been published by Chadwyck-Healey of Alexandria, Virginia. Estimated price for the two volume set is $450.

Letter

The Honorable Mario M. Cuomo
Executive Chamber
State of New York
Albany, New York 12224

Dear Governor Cuomo:

At the request of the Steering Committee of the Mid-Atlantic Regional Archives Conference and on behalf of the two hundred MARAC members in New York State, I am writing to urge you to sign bill no. A 9793-A, The New York Documentary Heritage Bill.

For many years New York has been a national leader in the preservation of historical documents and the bill now before you will help to assure that efforts will continue.

With best regards,
Sincerely,

Karen Dawley Paul
Chair
Mid-Atlantic Regional Archives Conference

Advertisement

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MARAC STEERING COMMITTEE

Washington, D.C.
19 August 1988

Attending: Denis Sennett, S.A.; Max Yela, Tom Wilsted, Don Harrison, Debra Basham, Karl Niederer, Martha Slotten, Lauren Brown, David Anderson, Charlotte B. Brown, Gregg D.Kimball, Diana Lachatanere, Ronald Becker.

Minutes: Approved with additions stating that "Fred Stielow was named as Parliamentarian for MARAC and Karl Niederer was named as head of the Task Force on Nominations."

Chairperson's Report: Karen Paul presented a letter, which was requested from David Carmichael (New York State Representative) to support a bill now pending in the New York State Legislature, addressed to Governor Mario Cuomo. The Steering Committee voted unanimous approval.

The Regional Archival Activity Committee of the SAA has requested that MARAC send a list of nominees to SAA for consideration of the SAA Nominating Committee. Karen Paul asked each State Representative to discuss this at the state caucus and send a list of suggestions to her.

Karen reported on the letter which MARAC sent to SAA Council regarding the opposition to their proposal of certification. Also reported was the letter sent to the Louisiana State Archives.

The revised text for the responsibilities and duties of members of the Steering Committee was presented. It was moved by Martha Slotten, and seconded by Lauren Brown that these be accepted and placed in the MARAC Manual. (Approved unanimously.)

Vice Chairperson's Report: Martha Slotten reported on the next three convention sites and programs.

It was suggested that a roommate service be explored for saving costs at future meetings. Implementation will be discussed by the State Caucuses.

Treasurer's Report: Karen Paul reported for Greg Hunter that the Allentown Meeting made a profit of approximately $5,000.000.

The first quarter report is attached.

Service Awards Task Force Report: Members of the task force, Lee Stout, Fred Stielow and Karen Paul submitted to the Steering Committee a report for awarding certificates to MARAC members for outstanding service. After discussion and an amendment the Steering Committee accepted the proposal unanimously and asked that it be implemented immediately.

Membership Committee: Karen Paul reported for Adele Lerner, that a draft of the New Membership Brochure will be presented to the Steering Committee at the Williamsburg, Virginia meeting in November.

MARAC Database Task Force: Don Harrison representing the Task Force reported on the proposed MARAC DataBase. Martha Slotten moved to implement "Part D" of the proposal immediately and "Part B" depending on the cost. Seconded and passed unanimously.

The Steering Committee voted to have a "Mail Ballot Flag" and "Extra Caucus Membership" added as soon as possible to Action Mail's database. Don Harrison is to speak to Action Mail regarding this. Denis Sennett is to put the question of "first class mail option" on this year's membership forms.

Publications Committee: Don Harrison discussed the next publication "The Constitution—Our Living Heritage" to be published by October. The Steering Committee also discussed the distribution and cost factor, but made no decision. A flyer will be prepared for the SAA Meeting in Atlanta and also for distribution to the membership and regional archival associations.

It was suggested that future publications of MARAC should be printed on acid free paper.

Task Force on Executive/Publications Secretary: After much discussion on the report, the Steering Committee voted unanimously to accept the following:

1. That MARAC advertise for and accept proposals from and otherwise seek to identify individuals and/or institutions willing to enter into a two year agreement to provide administrative assistant and related support, as defined in the agreement, but especially to perform membership data base maintenance and publications secretary support.

2. That the Executive/Publications Secretary Task Force receive and review proposals for the administrative assistant and report back to the Steering Committee.

3. That the Task Force on the Executive/ Publications Secretary continue to study the question of whether to develop the administrative assistant position further by enlarging the duties to approximate those of an executive secretary and make a report by Fall 1990.

The State Representatives will discuss this with their state caucuses and report back any evaluation of this report to the Task Force.

Nominating Committee: Karl Niederer presented a report from the Nominating Committee Task Force. This contained an evaluation of previous procedures and suggestions for future changes. Because of the time element, the Chair asked that the Steering Committee discuss this at the next meeting.

MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE
TREASURER'S REPORT, 1988/89 FISCAL YEAR
FIRST QUARTER - JUNE 1 – AUGUST 31, 1988

Item	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	Budget %
Income							
Membership Dues	9,000.00	306.00				306.00	3.40
Publication Sales	250.00	0.00				0.00	0.00
MAA Advertising	500.00	652.00				652.00	130.40
Bank Interest & Credits	1,100.00	124.71				124.71	11,34
Conferences	5,000.00	40.00				40.00	0.90
Misc. Income	100.00	0.00				0.00	0.00
	15,950.00	1,122.71				1,122.71	7.04
Expenses							
Admin. & General	1,070.00	203.43				203.43	19.01
Membership	2,250.00	236.30				236.30	10.50
Committees	3,750.00	631.18				631.18	16.83
Conferences	1,000.00	1,017.40				1,017.40	101.74
Publications	7,600.00	4,522.97				4,522.97	59.51
Awards	200.00	0.00				0.00	0.00
	15,870.00	6,611.28				6,611.28	41.66

Summary		Fund	Opening	Credits	Debits	Closing
Opening Balance	20,883.16					
Income	1,122.71	Current	3,000.00	1,122.71	6,611.28	(2,488.57)
Expenses	6,611.28	Endowed	3,000.00	0.00	0.00	3,000.00
		Reserve	14,326.14	557.02	0.00	14,883.16
Closing Balance	15,394.59	Surplus	0.00	0.00	0.00	0.00
			20,883.16	1,122.71	6,611.28	15,394.59
Checking	32.16					
Money Market	4,981.45					
Certif. of Deposit	10,380.98					
	15,394.59					

NOTE;At the end of the fiscal year, the treasurer left $3,000 in the Current Fund as a "loan" to next year. The rest of the Current Fund Closing Balance (557.02) was transferred to the Reserve Fund.

Next Meeting: Ft. Magruder Inn
Williamsburg, VA
3 November 1988 5:30 pm

Respectfully submitted,
Denis Sennett S.A.
Secretary

NEW JERSEY CAUCUS CAPES PROPOSAL

The New Jersey Caucus has proposed the Caucus Archival Projects Evaluation Service (CAPES) in response to the need of small local archives, libraries, historical societies and other agencies to have assistance from professional archivists in evaluating, organizing, and preserving archival materials in their possession. Many such organizations lack members and or staff with sufficient knowledge and ability to appraise, arrange, describe, store, and assess the preservation needs of their archival materials.

The New Jersey Historical Commission, which administers a grant-in-aid program to assist a variety of activities concerned with New Jersey history, is being asked to work with the New Jersey Caucus in seeking the assistance of professional archivists in assessing the archival needs of local organizations, evaluating preliminary grant proposals made by such organizations for archival projects, offering guidance to them in preparing and modifying their grant proposals, and recommending proposed projects to the Commission for funding.

If approved by all parties, the CAPES program would be administered by the New Jersey Caucus and funded by a grant from the Historical Commission. It would be staffed by members of the Caucus in good standing, who meet certain minimum educational and experience requirements to be established by the Caucus, and who wish to participate in the program. The Caucus chairperson will on an annual basis, appoint a member to serve as Coordinator of the CAPES program.

CAPES staff members would make themselves available as consultants to eligible local organizations on an as-needed basis, generally within the geographic region of the state in which they work or reside.

If this program is adopted, applicants for Historical Commission funding to support archival projects could, at the discretion of the Commission, be referred to CAPES for assistance in evaluating their proposals. Each CAPES consultant would then, using evaluation guidelines developed by the Caucus, visit the applicant's site, meet with the project director, and produce a written assessment of the archival needs of the applicant, recommendations for any needed modifications to grant proposals. CAPES consultant reports and recommendations could be used by the Commission as criteria for judging grant applications for possible funding.

★★★★

NEWS NOTES

continued from page 2

NHPRC Awards Three Archival Fellowships

The National Historical Publications and Records Commission (NHPRC) has awarded archival fellowship grants to three historical records institutions. The fellowships support advanced administrative training for archivists who already have some work experience and graduate education in their field. Each grant is made to a host institution and supports the salary and fringe benefits of a fellow for nine to ten months. The host institutions and their fellows are:

- **Cornell University, Ithaca, NY. Kevin J. Logan**. Dr. Logan is presently the Assistant Archivist/Records Analyst in the Special Collections Department, University Library, University of Rhode Island, Kingston. During his fellowship, Dr. Logan will develop a preservation program for the Department of Manuscripts and University Archives, in addition to assisting with collection development, arrangement and description, reference and general administrative duties. Dr. Logan also will be involved with fiscal management, public relations, and fundraising.

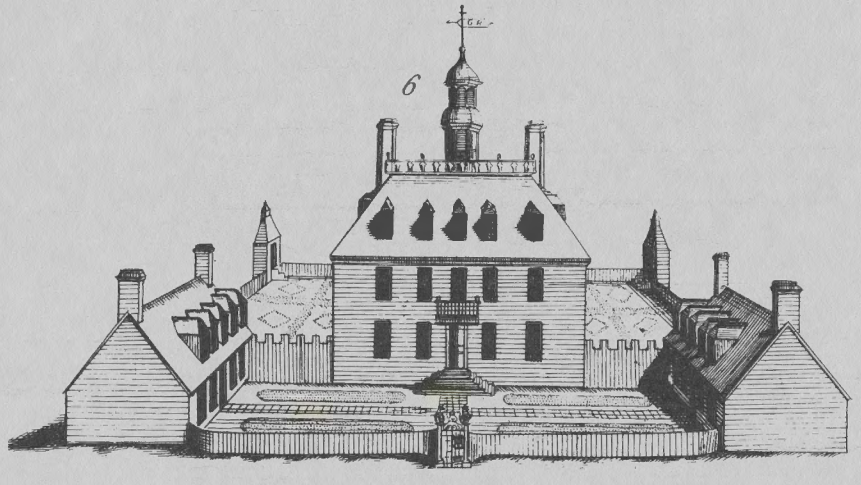
- **New York University, New York, NY. Paul A. Breck.** Mr. Breck is currently an independent project archivist in Alabama. While at the New York University Archives, Mr. Breck will be involved with technical services, collection management, public services, preservation, and library administration. He will also develop an institutional collecting strategy and will create online access to the missions, functions, and activities of the administrative offices of the university.

- **University of Vermont, Burlington, VT. Jeffrey D. Marshall.** Mr. Marshall is the Manuscript Curator for the Massachusetts Historical Society, Boston. As part of his work as a fellow, Mr. Marshall will serve as Acting Curator of Manuscripts and Archives. As such, he will learn all technical processes employed in the department, make budget allocation decisions, and supervise part-time and student employees. Mr. Marshall will also review the cataloging procedures for the university's historical photographs collections, prepare a guide, and establish conservation and processing priorities for those collections.

The archival fellowships are funded jointly by NHPRC's Records Program and by The Andrew W. Mellon Foundation. The fellowships represent a new program of the Commission, intended to expand administrative training opportunities for practicing archivists with two to five years' experience.

WILLIAMSBURG IN THE FALL

"A Walk Through History"



Governor's Palace, detail from the Bodleian Plate

November 3-5, 1988

Williamsburg, Virginia

For Information Contact:

Program

Waverly Winfree
Virginia Historical Society
Richmond, Virginia
(804) 358-4901

Local Arrangements

Eileen Parris
Colonial Williamsburg Foundation
Williamsburg, Virginia
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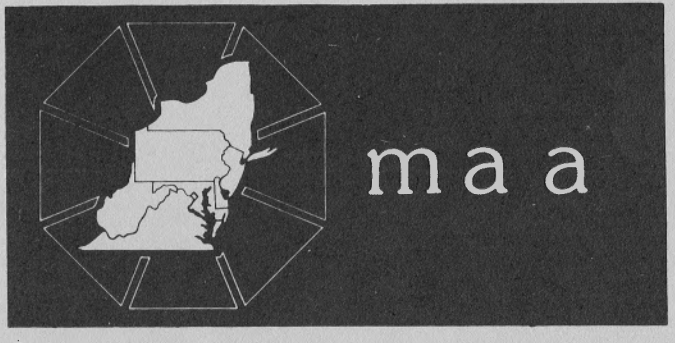

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The *mid-atlantic archivist (maa)* is the quarterly newsletter of the Mid-Atlantic Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the seven states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia; and the District of Columbia. MARAC seeks to promote the professional welfare of its members, to affect cooperation amongst individuals concerned with the documentation of the human experience, to enhance the exchange of information between colleagues working in the immediate regional area, to improve the professional competence of archivists, curators of textual, audiovisual and related special research collections, and records managers, and to encourage professional involvement of persons actively engaged in the preservation and use of all types of historical research materials. Individual yearly membership dues are $10.00. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase yearly subscriptions to *maa* ($1.25 each copy) and membership applications should be addressed to: Brother Denis Sennett, MARAC Secretary, Friars of the Atonement Archives, Graymoor, Garrison, NY 10524. Items submitted for *maa* publication should be typed and double-spaced. Send material to: Ronald L. Becker, Department of Special Collections and Archives, Alexander Library, Rutgers University, New Brunswick, NJ 08903, telephone (201) 932-7006. Deadlines are the first of March, June, September and December.

Advertising rate cards and mechanical requirements for ad copy may be obtained from: Bruce Abrams, Office of the New York County Clerk, 60 Centre Street, Room 161, New York, NY, 10007, telephone (212) 374-4376.

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